

C-O-N-F-I-D-E-N-T-I-A-L

FOREIGN DOCUMENTS DIVISION

FDD Notice No. 57-2

5 February 1957

SUBJECT: FDD Career Service Board

1. Under OO Career Service, the FDD Career Service Board is hereby formally established.

2. Membership in the FDD Career Service Board consists of:

Chairman - Chief, FDD

Members - Deputy Chief, FDD
Chief, USSR Branch
Chief, Eastern Europe Branch
Chief, Far East Branch
Chief, Scientific and Technical Branch
Chief, Western World Branch
Chief, Reports Branch

Secretary - Administrative Officer, FDD

3. The functions of the Board are as follows:

a. Policies and Procedures

The Board will review all regulations and notices concerning career service and development and adopt policies and procedures in concert with such issuances.

b. Career Staff Applications

The Board will review and make appropriate recommendations on all applications by FDD employees for membership in the CIA Career Staff. It will also note and record all acceptances.

c. Rotation

The Board will review and make recommendations in all cases involving rotation of FDD employees.

d. Promotion

The Board will review and make recommendations on all promotions within FDD up to the grade of GS-14.

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e. Vacancies

The Board will review and make recommendations and/or substitutions on all nominations of FDD personnel to positions advertised as vacant by other offices. Where more than two nominations are on hand for any one position, the Board will select and recommend the two best candidates.

The Board will review all nominations for FDD position vacancies both external and internal and recommend their selection for the position.

f. Career Preference Outlines

The Board will review all Career Preference Outlines below the grade of GS-14.

g. Transfers

The Board will review all transfers from or into "OD" Career Service designation.

h. Training

The Board will review all training assignments for FDD personnel including area familiarization trips, nominations for war colleges, etc. The Divisional training officers will attend such meetings as consultants to the Board.

i. Reassignments

The Board will review all reassigments of FDD personnel.

j. Awards

The Board will review merit of all proposals of FDD personnel for awards.

k. The Board will undertake such other examinations, reviews, and assignments as may be directed by the Chairman in the interest of increasing the effectiveness of Career Service and Career Development in the Division.

4. The FDD Career Service Board will hold regular meetings each Tuesday 1400 hours, excepting holidays falling on that day.

5. The Board records will be maintained by the Administrative Assistant to the Chief, FDD.

6. Any member of FDD desiring Board consideration of any problem in the field of Career Service or Career Development may file same verbally or in writing with the Secretary who will place the matter on the agenda at the next regular meeting.

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J. J. BAGNALL
Chief, Foreign Documents Division